

## COUNCIL WORK SESSION JUNE 28, 2016

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on June 28, 2016 at 5:00 p.m.

Council members  
present:

Mayor Michael Mattox  
Mrs. Micki Brumfield  
Mr. Tracy Emerson  
Mr. Timothy George

Council members  
absent:

Mrs. Beverley Dalton  
Mr. Charles Edwards  
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Mr. Dennis Jarvis, Economic Dev. Director  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

1. Mayor Mattox called the meeting to order and presided.
2. Mayor Mattox advised the New Beginnings Baptist Church Request would be addressed first on the agenda and asked if there were any additional changes to the agenda.

A motion was made by Mr. Emerson, seconded by Mr. George, to approve the agenda as presented.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

3. Public Comments—Agenda Items Only

Mayor Mattox asked if anyone would like to speak on anything listed on the agenda.

No one came forward.

4. Introductions and Special Presentations

5. Items for Discussion

- a. New Beginnings Baptist Church Request to Use Town Property

Mr. Coggsdale advised of a request from New Beginnings Baptist Church (NBCC). They are requesting to use the town owned property on the corner of 14<sup>th</sup> Street and Avondale Drive for a “Block Party” as an “outreach” to the community. This event is scheduled for August 13<sup>th</sup> from 10:00 a.m. to 1:30 p.m. NBCC’s insurance through Church Mutual will cover this event.

A motion was by Mr. Emerson, seconded by Mr. George, to allow New Beginnings Baptist Church to use the town owned property on the corner of 14<sup>th</sup> Street and Avondale Drive for a “Block Party” on August 13<sup>th</sup>.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes

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Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes

Mayor Mattox thanked Pastor Bobby Brumfield and Mrs. Melissa Logan for what they are doing in the community.

### a. Commonwealth MHP Zoning Issue

Mr. Coggsdale advised at Council's Work Session on May 24, 2016, Mrs. Jenny Allman (Owner of the Commonwealth Mobile Home Park), addressed Council regarding a zoning determination that she felt was being misinterpreted and causing an adverse impact on her property. Following the discussion at that meeting, Council directed staff to review the options. After further review of this item, staff feels the best course of action would be to refer the matter to the Planning Commission for their review and consideration.

A motion was made by Mr. George, seconded by Mr. Emerson, to forward the Commonwealth Mobile Home Park issue to the Planning Commission for review and consideration.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

### b. Altavista Band Boosters-Trade Lot Storage (Trailer)

Mr. Coggsdale advised at the February 9, 2016 Town Council meeting, the Altavista Band Boosters requested that they be allowed to locate a trailer next to the concession stand, which would replace the shed that had been broken into several times. Council agreed to a "trial period" through Uncle Billy's Day. This item was placed back on the agenda for additional consideration and final disposition. Mr. Coggsdale noted staff is not aware of any comments/complaints regarding the location of the trailer at this site.

A motion was made by Mr. Emerson, seconded by Mr. George, to allow the Altavista Band Boosters to continue using the trailer next to the concession stand with an annual automatic renewal with a 90-day notification period of intent to terminate.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

### c. Clarion Road-Truck Crossing

Mr. Coggsdale advised staff received an inquiry in regard to installation of warning mechanisms on Clarion Road regarding truck traffic crossing the road to and from the Abbott warehouse. Staff has consulted with VDOT and there are devices that could be placed in this area to warn motorists of this situation; however, it would be at the Town's cost. He noted staff is working on developing the cost of options. He asked if Council would like information in regard to what this would look like and the cost.

It was the consensus of Council to have staff research and put on a future agenda.

d. Deer Management/Town Property Hunting Policy

Mr. Coggsdale advised the Town of Altavista previously established an Urban Archery season through the Department of Game and Inland Fisheries (DGIF), in an effort to assist with the deer herd management within Town. For numerous years the Town has allowed hunting on certain Town-owned properties to assist with the deer management. The Urban Archery season consists of two periods, the early one is the month of September and the late one is the Monday after the first Saturday of January to the end of March. During these seasons, hunters can only take does or antlerless bucks. The regular hunting season runs from the first Saturday of October to the first Saturday of January, while this season permits hunting in various forms, only bow hunting is allowed in the Town limits but both does and bucks can be harvested. Mr. Coggsdale noted Sunday hunting is permitted in Virginia, but not on government owned land. Mr. Coggsdale stated staff has reviewed the existing policy in regard to Deer Management/Town Property use for hunting and would like to propose a new method. He presented Council with a memorandum that sets forth the basis for the new method for Council's consideration. In effect, this could provide more individuals with an opportunity to hunt Town-owned land, while setting forth a priority to Town citizens, then Town employees, and then all others that are interested.

Mayor Mattox stated he would like for the town citizens to have first choice, then town employees, then anyone else after that.

Mr. Emerson advised he is a hunter and has read over the policy. He felt the town taxpayers and town employees should have the first choice. He did not agree with the rule of hunting from a tree stand because there are so many places that you can sit where you are elevated. He felt the policies need to be looked at. Mr. Emerson noted any police officer can enforce any game law in the state of Virginia. He did not feel a copy of a hunting license should be required to be presented; it is up to the hunter to be legal.

Mr. Coggsdale asked Mr. Witt if there was a deadline of when the policy has to be changed by for the DGIF.

Mr. Witt responded the local policy is due to DGIF sometime in February or March.

Mr. Coggsdale suggested this policy be reviewed in the fall.

Mr. Witt noted the hunting license is a mechanism that he uses to make sure the person is legal to hunt and this information is not shared.

Mr. Emerson felt town citizens and town employees should have the opportunity to hunt equally.

Mr. Coggsdale questioned the number of hunters.

Mr. Witt suggested starting with 12 hunters with a peg board at the old fire station for the hunters to peg in and out.

Mr. Bond commented that one of the hunting sites borders the pond at the Wastewater Treatment Plant and he prefers the hunters use a tree stand.

e. Reorganization of Department of Public Works/Utilities

Mr. Coggsdale advised over the past few months staff has looked at the organizational structure of the Department of Public Works/Utilities and the ability to recruit personnel for certain positions. Based on this review, staff presents the concept of creating two divisions in the Department of Public Works/Utilities. Each division would be led by a Director, one would oversee the Public Work functions, while the other would oversee

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the Utility functions. Currently David Garrett oversees all of these functions. Mr. Coggsdale stated staff feels this structure will provide a better opportunity to recruit qualified individuals to oversee the Utility operations; while allowing Mr. Garrett to concentrate on the Public Works functions. Mr. Coggsdale noted over the past several months he has experienced difficulty identifying a viable candidate for the Water Plant Superintendent position. Under the proposed reorganization, that position would be eliminated and the management duties for both the water and sewer plants would ultimately be the responsibility of the new Director of Utilities position. This new position would be a Grade Level 25 with a salary range of \$57,500 to \$83,990. A financial detail of the impact of these changes was provided to Council. Mr. Coggsdale advised the reorganization would do the following:

- Eliminate the Public Works Manager position, which has not been filled and is a Grade Level 18 (Salary Range: \$40,900 - \$59,650).
- Formalize two (2) Water Treatment Plant Lead Operator positions as a Grade Level 13 (Salary Range: \$32,100 - \$46,800), these would replace the Operator in Charge position titles (Same Grade Level and Salary Range)

Mr. Coggsdale noted the proposed changes are necessary to assist the Town in recruiting a qualified candidate to lead the Utility Department. In the near future, staff will be seeking to re-designate and reclassify other positions shown on the organizational chart. He mentioned with this changes there is a savings of approximately \$20,000 to the town.

Mrs. Brumfield questioned who would be filling the Lead Operator positions.

Mr. Coggsdale stated typically it would be a Class 2 operator and would be the minimum requirement.

Mrs. Brumfield asked if the Class 2 operator had to be in the building at all times noting the variance was the Class 2 operator had to be close by at all times. She asked if the VDH required someone be in the building at all times.

Mr. Coggsdale stated he would check on this; he wasn't sure if the Class 2 operator had to be in the building or accessible.

A motion was made by Mr. George, seconded by Mr. Emerson, to acceptance/approval of the reorganization concept of the Department of Public Works/Utilities.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

### f. Financial Matters

Annual Utility Write Offs  
Department Transfers

Mr. Coggsdale advised there are two items related to the Finance Department for review, one will require action the other is for informational purposes. The first is staff's annual request to write off delinquent utility accounts that are five years old and those of deceased individuals. The total amount of the write-off request is \$1,612.13.

It was the consensus of Council to place the utility write off item on the July 12<sup>th</sup> Town Council Consent Agenda.

The second item is staff's report to Council in regard to departmental transfers related to the budget.

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### g. Public Comments

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda. No one came forward.

Mrs. Brumfield stated she would like to see the town implement a drug testing program for the employees.

Mr. Coggsdale stated staff would look into this item and bring back a draft to the next work session.

Mr. George asked for an update on the boat ramp.

Mr. Witt advised he will have a survey tomorrow and plans to meet with the property owner to go over what the survey looks like. He noted one grant has been written with two more being due in July. Mr. Witt noted he has been asked to apply for a grant that is specifically for the purchase of the land.

Mr. Emerson asked for an update on the Booker Building.

Mr. Coggsdale advised he is working on this and hopes to have some information at the August work session.

Mr. Emerson stated he realizes staff is working on the boat ramp but would like for Council to consider a “Splash Park”. He noted the City of Lynchburg has one located in the sidewalks and one at a park. He stated one advantage Altavista has is water. He would like to see staff explore the possibilities.

Mr. George noted this item is in the five-year plan of the CIP.

Mr. Coggsdale stated this item is in the Recreation CIP for 2021.

It was the consensus of Council to move this item up on the CIP.

Mr. Coggsdale stated staff would research the possibilities of a “Splash Park” and circle this information back through the Recreation Committee.

Mayor Mattox advised the July work session is dedicated to housing in Altavista.

Mayor Mattox thanked Mr. Jarvis for his hard work recently.

Mr. Jarvis mentioned a first meeting with a consultant on the Broadband planning grant is scheduled for July 14, 2016.

Mr. Coggsdale stated July 12, 2016 the Virginia Department of Transportation will hold a public hearing in regard to the Main Street bridge replacement.

### h. Adjournment

Mayor Mattox adjourned the meeting at 6:10 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk